

## **MVAC MINUTES – NOVEMBER 13, 2002**

The MVAC meeting was held on November 13, 2002 at State Fleet Management. Scott Madsen started the meeting at 9:03 a.m. Scott introduced Larry Wegrzyn – Business Operations Manager for State Fleet.

In attendance: Tony Outen – DOC, Jim Anderson – DOHE CU HSC, Cher Threlkeld – DOW, Tzyra Andreeva – DOAG, Russ Wilcox – DOHE CU Colorado Springs, Gene Stroh – DOHE CSU, Mercedes Schwall – DONR Parks, Karen Neuschwanger – DOT, Dave Monson – DOC, Barb Taylor – DOHE UNC, Michael Stadler – DOHE UNC, Sheila Bieker – DOHE Pikes Peak CC, Mary Anne Kramer – CBI, Roger Friedrich – DOHS, Bryan Flansburg – DOHE CU Boulder, Linda Summers – DPA, Patti Hughes – DOHE CU Boulder, Carol Hoisington – DOT, Beth Ann Wieder – DOT, Patti Torres – DOLE, Melissa Ingrisano – DONR Geological Survey, Larry Wegrzyn – Fleet, Scott Madsen – Fleet, Terry Wachsmann – Fleet, Bob Schley – Fleet.

### **FY03 Replacements (Final --- for now)**

The final count on FY03 replacement vehicles is 460 to be replaced.

Agencies will receive a letter regarding what vehicles have been replaced or whether no vehicles are being replaced.

COP's (Certificates of Participation) to fund the new vehicles should go out the week of 11/18/02 for final bid.

### **Fleet Card Status and Issues**

- Fleet Card Bid Winner – Wright Express won the award. SFM will be having a meeting with Wright Express on November 14, 2002 to go over the implementation plans.
- The contact for cards from Wright Express under the State contract is:

Sue Koren – Premium Fleet Services, Account Manager  
(207) 523-6611 (direct)  
(877) 939-2273 (toll free)  
(207) 523-7717 (fax)  
[susan\\_koren@wrightexpress.com](mailto:susan_koren@wrightexpress.com) (email)

- Other Fleet Card Issues
  - Possible rebates on contract for fuel card with Wright Express.

- The method used by Voyager to handle the billing net of State tax did not meet the requirements of the current statutes as interpreted by the Department of Revenue.
- SFM was notified the third week of October 2002 by Department of Revenue, it is not legal to bill fuel net of State tax effective retroactive to 10/1/02.
- The October 2002 fuel bill reflects this change.
- Department of Revenue will be meeting with Wright Express on these issues November 14, 2002.
- Pro to being billed with tax – our rebates are based on the full amount billed.
- SFM and Agencies will request a refund on a quarterly basis from Dept. of Revenue. They have promised to work with us to make the process simple, and if we operate this way going forward, Wright Express can provide detailed summary data to make the reporting easier.

### **Cost Cutting Initiatives**

Where might there be opportunities for cost cutting?

- Washing vehicles.
- Program cuts will equal vehicle cuts.
- No replacement vehicles in FY04.
- SFM is proposing to keep a pool of temporary vehicles on hand for reallocations.
- SFM renting vehicles.
- Turn vehicles around in shorter time frame. Make more money off the resale of the vehicle.
- Comparison of other states. Nobody that Scott is aware of has a formal fleet sizing mechanism in other states.
- Use your personal vehicles and turn in mileage. What about insurance on your personal vehicle being used for work?
- NAFA has a program on lease versus buying vehicles.
- Regional motor pools. There is a trial with DOW on regional motors pools being conducted now, and the reservation system to efficiently implement regional pools.

If you have any ideas on Cost Cutting Initiatives please forward them to SFM.

### **Web Site Enhancements (Larry)**

What features as Vehicles Coordinator's would you like to see?

- Utilize email to let vehicle coordinators know when there is a vehicle that is available for reassignment.
- Email mileage logs to vehicle coordinators.
- Email monthly billing and statements.
- Use of the Web – real time news from SFM.
- Use of email to inform vehicle coordinators as to updates on the web page.
- Vehicles Coordinators capable of posting information on the email list.

- Forms on Web – PDF format and Microsoft word file format, move away from paper forms.
- Find out what kind of information or data is useful to the vehicle coordinator.
- Have tutorials on the web site. What is the most critical report needs and set up tutorials.
- Real time updates for reports.
- Maintenance schedules for the vehicles.
- CARS access email lists to send out messages to vehicles coordinators on vehicles stats.
- Vehicle coordinators do not have full access to CARS.
- A way for vehicle coordinators with other fleet tracking systems to be able to update their systems when SFM pays an invoice.

Please send any suggestions or ideas on the Web Site Enhancements to SFM.

### **Follow-ups and updates (Terry)**

The Department of Revenue has new contacts for specific areas. The attached list gives their name, area, phone number and email address.

Ford has issued a recall of the Crown Victoria model years 1992-2003. This recall pertains to the fuel tank and the need to install a shield around the fuel tank to avoid possible explosions due to rear-end collisions. Contact Ford at: [www.cvpri.com](http://www.cvpri.com) to register online. SFM's Ford Fleet number is QS030.

### **Open Issues**

Department of Revenue is not recording when agencies have received an emissions test.

The meeting was adjourned at 10:55.

The next MVAC meeting will be December 11, 2002 at 9:00 a.m. The meeting will be held at the Division of Wildlife, 6060 Broadway. The directions are: I-25 to the 58<sup>th</sup> Avenue exit. West on 58<sup>th</sup> Avenue to Broadway. North on Broadway to 6060 which is on the East side of Broadway. The meeting will be held in the main building – Bighorn Room. If you get lost call 303-297-1192 for assistance.